



## BETHUNE-COOKMAN UNIVERSITY

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### OFFICE OF STUDENT FINANCIAL AID

## Proof of Citizenship

The Social Security Administration was **NOT** able to confirm your U.S. Citizenship status in its database using your social security number. Before you can receive Federal Student Aid you are **required to send us a copy** of **ONE** of the following documents to verify your U.S. Citizenship.

**You can mail or fax the copy to the *Office of Student Financial Aid* (Address and fax number listed above).**

- ◆ A copy of your birth certificate that shows you were born in the United States. Which includes Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, Swain's Island, or the Northern Mariana Islands Unless you were born to foreign diplomats residing in the U.S.
- ◆ A U.S. passport (current or expired), except limited passports, which are issued for periods less than five years. In the case of nationals who are not citizens, the passport will be stamped "Non-citizen National."
- ◆ A copy of Form FS-240 (Consular Report of Birth Abroad), FS 545 (Certificate of birth issued by a foreign service post), or DS 1350 (Certificate of Report of Birth). These are State Department documents.
- ◆ A Certificate of Citizenship (N-560 or N-561), issued by the Bureau of Citizenship and Immigration Services (BCIS), to individuals who derive U.S. citizenship through a parent.
- ◆ Certificate of Naturalization (N-550 or N-570), issued by BCIS through a federal or state court, or through administrative naturalization after December 1990 to those who are individually naturalized.

Thank you for acting promptly with this request. If you have questions please call the *Office of Student Financial Aid* toll free at 1-(800)-553-9369 or (386)-481-2620, Monday through Friday 9:00 A.M. to 4:00 P.M.

*Sustaining a Legacy of Faith, Scholarship and Service*

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